

# New Hire Buddy Program Guidelines

## Program Objective:

ENA's New Hire Buddy Program is intended to provide a "go-to" person for new employees, outside of their own department. This program also provides new employees with a reliable, motivated, single point-of-contact for the basic questions regarding their work experience as they acclimate themselves to their new role at ENA.

It is further intended that the buddy will be a resource on ENA's culture, helping the new employee acclimate to the organization. Your new hire buddy will invite you to lunch within your first week of employment for a get-to-know-you lunch.

## Suggested Topics for Discussion:

- **The general area** — places to go for lunch, where the closest ATM is, post office locations, etc.
- What was your most recent work experience?
- Have you worked for an association before?
- How have your first few days gone?
- Are you familiar with the area?
- What is the one thing you've found most helpful?
- What questions do you have for me?

*Note: It is anticipated the interactions will be more frequent within the first month and then taper off after that. Subsequent interactions will be at the discretion of the employee and buddy.*